

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NA	.ME:					(Attn: AORO)	
Date of Request:		Submitted via	ı: 🗆 Email	□ U.S. Mail	☐ Fax	☐ In Person	
PERSON MAKING REQUEST:							
Name:	me: Company (if applicable):						
Mailing Address:							
City:	State:	_ Zip:	_ Email:				
Telephone:		Fa	x:				
How do you prefer to be conta	acted if the ag	ency has question	ns? 🗆 Telej	ohone 🗆 Ema	ail 🗆 U.:	S. Mail	
RECORDS REQUESTED: Be a matter, time frame, and type of r are not required to explain why the Use additional pages if necessary.	ecord or party i he records are so	names. RTKL reque	sts should see	k records, not a	ask questi	ons. Requesters	
DO YOU WANT COPIES?				-			
		c copies preferre inspection of rec			iast conic	oc lator)	
Do you want <u>certified copies</u> ?	•	=	-		est copie	s lucer j	
RTKL requests may require pa		•	-		nedule for	r more details.	
Please notify me if fees asso					-		
I	EMS BELOW	THIS LINE FOR	AGENCY US	E ONLY			
Tracking: D	ate Received:		_ Response I	Due (5 bus. da	ys):		
30-Day Ext.? \square Yes \square No (If	Yes, Final Due	Date:) Actua	al Response D	ate:		
Request was: \Box Granted \Box	Partially Gran	ited & Denied 🛚	Denied Co	st to Requeste	er: \$		
\square Appropriate third parties r	otified and gi	ven an opportuni	ity to object	to the release	of reque	ested records.	